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STATE OF IOWA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURES		AD-TS-03			
		Policy Code Confidential	Iowa Code Reference 704.62, 64, 67 and 724.(4)D		
Chapter 1 ADMINISTRATION & MANAGEMENT	Sub Chapter TRAINING & STAFF DEVELOPMENT	Related DOC Policies N/A	Administrative Code Reference 661-91		
Subject		ACA Standards	Responsibility		
FIREARMS TRAINING/CERTIFICATION		4-4091	Trish Signor		
		Effective Date	Authority		
		April 2016	Jerry Bartruff Director Signature on file at Iowa DOC		

I. PURPOSE

To describe the training/certification required by the Iowa Department of Corrections (IDOC) prior to being allowed to perform duties that involve the use of a firearm or munitions.

II. POLICY

Employees shall be provided training in the safe and appropriate use of firearms in the work setting. Firearms Training shall be conducted in a consistent and safe manner in accordance with this policy.

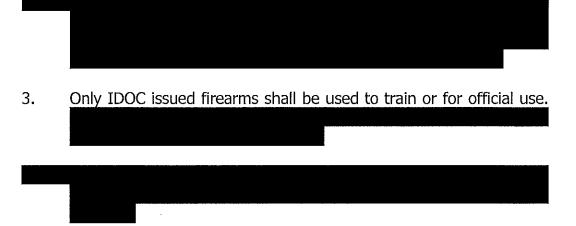
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- B. Instructor Training/Certification Basic Firearms

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- **III. DEFINITIONS** See IDOC Policy **AD-GA-16** for Definitions.

IV. PROCEDURES

- A. General Firearm Certification Requirements
 - 1. The IDOC shall provide instructor and employee training in basic firearm safety and operation. This training shall be consistent in content and proficiency standards.



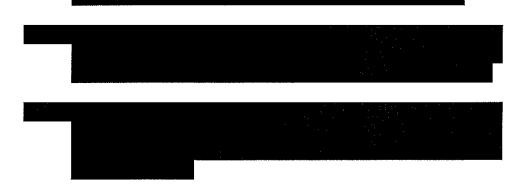
- B. Instructor Training/Certification Basic Firearms
 - 1. Length of certification shall be two years.
 - Certification is provided by the Iowa Corrections Learning Center (ICLC). A New Instructor course shall be offered as needed or requested and an Instructor Re-certification course shall be provided bi-annually. ICLC instructors and adjunct instructors shall be certified by the Iowa Law Enforcement Academy or similar certifying agency.

4. Instructor Qualifications

- a. Instructors shall have been employed by the IDOC for one year or have the written exemption of this qualification by the Warden.
- b. Instructors shall not have been administratively or legally found guilty of an established incident involving the use of excessive force.
- c. Training of Trainers course material shall be provided as part of initial instructor certification.
- 5. Minimum Instructor Proficiency
 - a. Proficiency scores for each firearm
 - b. Instructional skills exhibited in student teaching exercise
 - c. Written exam
- 6. The Instructor course curriculum shall include:
 - a. Initial certification 80-hour course
 - (1.) Teaching fundamentals
 - (2.) The adult learner
 - (3.) Course documentation and records
 - (4.) Classroom presentation skill
 - (5.) Range operations, management, and safety
 - (6.) Student evaluation
 - (7.) Qualification procedures
 - (8.) Firearm safety
 - (9.) IDOC policy
 - (10.) Use of Force

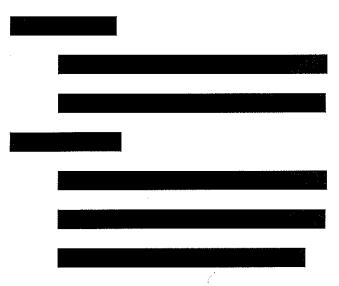
- (11.) Liability general firearms
- (12.) Instructor development
- (13.) The IDOC authorized curriculum
- b. Re-certification 24-hour course (no less than 24 hours)
 - (1.) Classroom presentation skill
 - (2.) Range operations, management, and safety
 - (3.) Student evaluation
 - (4.) Qualification procedures
 - (5.) Firearm safety
 - (6.) IDOC policy
 - (7.) Use of force
 - (8.) Liability general firearms
 - (9.) Instructor development
 - (10.) The IDOC authorized curriculum
- 7. DOC firearm instructors, who have been trained for the sole purpose of providing training to DOC staff, are authorized to conduct firearms training outside of the normal scope of their official duties only when such training is conducted under the auspices of a State or local law enforcement agency. An exception may be authorized by the Warden when, separate from their employment with the DOC, the instructor is authorized to conduct firearms training as a result of training received by another certifying entity.
- C. Employee Training/Certification
 - 1. Length of certification shall be for one year.
 - Firearms training is offered for DOC professional purposes only.
 Firearm training records are to be used solely for DOC purposes and shall not be used for professional permits not associated with

- employment with the Department of Corrections or for personal permits to carry firearms.
- 3. Instructors shall ensure that firearms training is conducted as authorized in accordance with IDOC training policy and safety standards.
 - a. All range training shall have a minimum of two instructors for class sizes from one to ten employees. For more than ten employees, an additional instructor shall assist. This applies to initial certification and for recertification.
 - b. IDOC Learning Center curriculum and course of fire shall be used.
- 4. Instructors shall ensure hearing protection and eye protection is available and its use is mandatory.
- 5. Annual Re-certification:
 - a. The Warden shall determine the institution's requirement for certified firearms personnel.

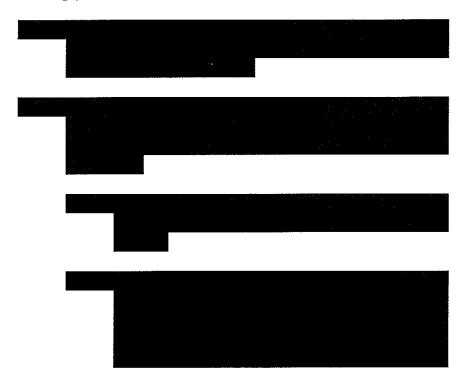


6. Course content approved by the ICLC curriculum for initial certification shall be eight hours of classroom and eight hours of range. Re-certification shall be two hours via eLearning and adequate time provided on the range to ensure safe firearms handling, qualification and to cover the required drills/topics below.

- a. IDOC policy
- b. Use of force policy in regards to firearms
- c. Liability
- d. Firearms nomenclature
- e. Firearms safety
- f. Basic handling
- g. Loading/unloading fundamentals
- h. Firearms inspection
- i. Holstering and drawing
- j. Firearms malfunction
- k. Firearm retention
- I. Ammunition familiarity
- m. Firearm potential, range, and lethal capability
- n. Shooting fundamentals
- o. Range Drills these shall include at a minimum



- (5.) Stoppage Drills
- 7. Minimum standards for certification
 - a. Marksmanship
 - b. Written test/eLearning test
 - c. Demonstrate safe firearms handling skills
 - d. Scoring procedures



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- d) Any employee performing unsafe acts shall be removed from the range until able to repeat the classroom safety portion of the course. Repeat violations or refusal to follow instructions regarding firearms shall result in referral for disciplinary action up to and including discharge.
- e) All staff must follow range rules and range commands. All firearms shall remain safe and unloaded. Firearms may not be loaded until directed by the range officer to do so when on the firing line. Once firing has stopped all firearms must be inspected by the range/safety officer to ensure it is safe and unloaded prior to exiting the firing range.

f) Employees shall not adjust sights on any firearm. Only firearms instructors and armory staff may make adjustments.

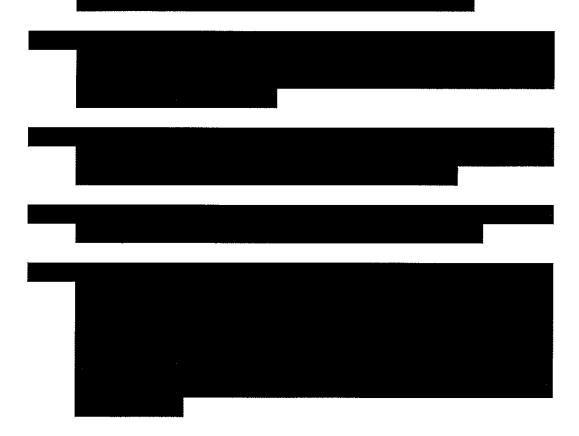
D. Familiarization



2. The Warden may authorize certified firearms instructors to provide firearm familiarization training to designated personnel.

E. Disqualification

1. Firearms certification and the ability to carry and use IDOC-authorized firearms is considered an essential function of designated security posts or positions.



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